
Title: Chain of Command & Delegation of Authority

Date Issued: February 5, 2010
Date Last Revised: January 11, 2011
Revision Number: 1
Total Pages: 2

Purpose:

To establish a well-defined Chain of Command within the organizational structure of the Fire & EMS Department that will encompass all Divisions and all personnel.

Scope:

This guideline is designed to outline for all personnel the direct chain of command they are to follow when addressing department issues. Every effort should be made to follow this chain of command in order to keep all levels of management and personnel informed and instructed on their particular job function. In addition, this guideline outlines the procedure for the delegation of authority within the Department.

General:

In order for an organization such as a fire and EMS department to operate effectively and efficiently, there must be a defined chain of command, and it must be adhered to as closely as possible.

I. Chain of Command:

- A. An organizational chart has been developed to clearly depict each position within the Department in relation to the established chain of command.
 - 1. A copy of the organizational chart is located at both fire stations, and as an appendix to this SAG.
- B. All personnel, either on duty or off duty, should follow this chain of command. Some individuals have been given special responsibilities in addition to their normal duties. At times it will become necessary to have a direct contact with a member of management without following the direct chain of command. The Assistant Chief shall be notified of any special responsibilities given to any of their personnel.
- C. On emergency scenes, the chain of command, by necessity, may be broken. For example, an Assistant Chief and / or the Fire Chief may give an order directly to a firefighter and expect the firefighter to report directly back to him.

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- D. There will be times when more than one order will be given at a time. Under absolutely no circumstances is any order to be ignored, or do only as you see fit.
- E. If personnel are given one order by an officer, and either before, or during the carrying out of that order, they are given an additional order by another officer, they must inform the other officer of their previous order. The two officers involved should then communicate with each other to coordinate their actions.
- F. When off-duty personnel are called-in, the senior ranking officer will assume command at the Station location. If the highest rank, regardless of seniority, is the same as the on-duty officer, then command will remain with the officer who is on-duty.
- G. When personnel from off-duty shifts are being compensated to participate in department-sponsored activities such as classes as a student or instructor, public relations work, and other similar activities, they are working under the direction of the Assistant Chief that is on-duty.
- H. Obviously, the Fire Chief is the one person who has ultimate responsibility for the actions of the entire department; however, certain areas of responsibility and authority are delegated to other officers within the operation.
- I. In the absence of the Fire Chief and Deputy Chief, the on-duty Assistant Chiefs or the Fire Chief's designee is in charge of the Fire & EMS Department.

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2011 Organizational Chart

